



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 1700.1F
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29 Mar 04

COMBAT CENTER ORDER 1700.1F

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23E
(d) MCO P1900.16E

Encl: (1) Request Mast Application, NAVMC 11296 (Rev. 6-97)

1. Situation. The purpose of this Order is to promulgate policy and procedures concerning Request Mast.
2. Cancellation. CCO 1700.1E.
3. Mission. Request Mast is a formal procedure by which an individual can discuss any matter with Commanding Officers in the chain of command. The Marine Corps uses the chain of command to accomplish its mission and see to the morale, physical well-being, and general welfare of Marines.

4. Execution

a. Information

(1) The references contain information regarding the rights of individuals to Request Mast. In particular, Article 1151.1 of reference (a) states that members of the naval service may speak directly with their Commanding Officer, and paragraph 2805 of reference (b) establishes the rights of Marines and provides the basic authority for Request Mast in the Marine Corps. A Marine may not be prohibited from speaking with their Commanding Officer at a proper time and place. Reference (c) specifically states that any Marine who attempts to prevent another Marine from initiating, writing or forwarding a Request Mast up the chain of command may be subject to administrative and/or legal action.

(a) The Uniform Code of Military Justice (UCMJ) provides the protection of the rights of the individual at every stage of disciplinary action, from investigation through final review of appeal. These rights include the right of the individual upon whom non-judicial punishment (NJP) has been imposed to appeal to the next superior officer in the chain of command and, in the case of an individual convicted by court-martial, the right to automatic review of the findings and sentence. Request Mast is not intended as a means to collaterally attack the proceedings, punishment, or findings and sentence, resulting from disciplinary action brought under the UCMJ. Therefore, a Commanding Officer may deny a Request Mast that has as its subject disciplinary action brought under the UCMJ, whether contemplated, pending, in progress, or final.

(b) Reference (d), Chapters 4 and 6, contain provisions for the protection of rights of respondents being processed for involuntary administrative separation. Commanding Officers may deny a Request Mast that has as its subject such involuntary administrative discharge proceedings whether contemplated, pending, in progress, or final.

(2) Reference (c) states that every Marine has the right to be granted Request Mast with commanders up to and including the immediate Commanding General within the chain of command, who is located at the same base or immediate geographical location. There is no vested right to Request Mast with the Commandant of the Marine Corps, or the Secretary of the Navy. Request Mast to higher commanders beyond the immediate Commanding General, will be determined only by the Commanding General. Individuals granted Request Mast with higher authority will bear all costs involved, such as transportation, billeting, etc. For the purpose of Request Mast, "Marine" includes all uniformed personnel of the Armed Forces who are members of a particular command, including those attached to it or serving with it on temporary additional duty.

(3) Personnel availing themselves of the right to Request Mast in good faith may do so without fear of prejudice to their interest or reprisal. The Request Mast policy contained in this Order evolved through a continuing effort to ensure that individuals seeking Request Mast receive a timely and appropriate response from the officers in the chain of command. Confidence in Request Mast as a means to articulate real or perceived grievances is a basic requirement for the individual Marine's sense of personal worth. Further, Marines use this formal medium of communication to speak with their commanders after other informal measures of assistance have proven unsuccessful. In this regard, personnel Requesting Mast should be prepared to readily accept, at the lowest echelon of command, the logical solutions offered to resolve their problems or predicaments.

b. Procedures

(1) Individuals Requesting Mast must follow the procedures published by their unit commander.

(2) The Request Mast will be initiated at the lowest level of the command. Within one working day, the Request Mast must be forwarded to the first Commanding Officer with NJP authority in the chain of command below the commander before whom the individual wishes to appear.

(3) If the individual so desires, the matter of concern does not have to be expressed, either orally or in writing, to anyone in the chain of command except the officer with whom the individual wishes to Request Mast.

(4) In all cases where Request Mast is with the Commanding General, the individual Requesting Mast will prepare a complete written statement setting forth the reasons for such action. Any supporting documents concerning the Request Mast must be attached. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a list of persons in the chain of command whom the individual has seen at Request Mast and state the action taken by these individuals. If the petitioner has not revealed the subject of the Request Mast to other proper authorities in the chain of command, the reasons must be explained. This statement must be delivered to the Commanding General, together with the petition for Request Mast. The petitioner may place the

written statement in an envelope marked, "To be opened by the Commanding General only".

(5) Commanding Officers or Officers in Charge, before whom the petitioner desires to appear, will conduct Request Mast at the earliest reasonable time but not later than one working day at each level of command with NJP authority after the initial submission of the petition, whenever possible. Additionally, commanders will hear emergency cases as soon as submitted. To determine whether a Request Mast is an emergency case consider whether a Marine is subject to an ongoing hardship (i.e., delay in receiving pay), the severity of the hardship, and if the issue will remain unresolved upon a certain date, time, or expected event in the immediate future (i.e., request for leave to attend a relative's funeral being denied). Petitioners for Request Mast with the Commanding General, together with any statement (confidential or otherwise), must proceed via the chain of command without delay.

(6) Commanding Officers having personnel who desire to Request Mast with the Commanding General will request an appointment with the Center Inspector by telephone. A properly completed Request Mast Application, together with the statement/documentation delineated in subparagraph 4 above (service record book/officer qualification record, and a brief summary of any known circumstances pertaining to the Request Mast) will be forwarded to the Center Inspector by the most expeditious means before the individual reports for Request Mast. The Center Inspector will review Request Masts for completeness, correct as necessary, and provide recommendations to the Commanding General. The Center Inspector will not hear/adjudicate Request Masts for the Commanding General. To expedite administrative procedures, legible handwritten endorsements may be submitted.

(7) The Commanding General or a designated representative will conduct any Request Masts desired during the course of the Commanding General's Inspection. Commanding Officers will publicize this fact to all members of their organization and will designate a suitable location for the conduct of the Request Mast. Before the petitioner arrives for Request Mast, the documentation required in subparagraph 6 above will be made available to the Commanding General. The following notice will be published and posted on all unit bulletin boards, a minimum of two working days before the scheduled inspection: A Commanding General's Inspection of (unit) will be conducted during (dates). During the inspection, all officers and enlisted personnel will be afforded an opportunity to Request Mast with the Commanding General or a designated representative. Refer all Marines who Request Mast to (the appropriate officer or Staff Noncommissioned Officer (SNCO)) for appropriate disposition no later than (time, day, date) in (office/location). Marines who Request Mast will be required to provide the appropriate information on NAVMC 11296.

(8) Request Masts will normally be held in conjunction with inspections conducted by higher authority; e.g. Inspector General of the Marine Corps. Procedures to be followed for the conduct of these Request Masts will be promulgated before the inspection.

(9) Individuals confined in correctional facilities have the right to Request Mast. Petitions for Request Mast marked, "To be opened by the Commanding General only." will not be opened by correctional facility personnel.

(10) Under reference (c), the Commanding General may conduct Request Masts for Marines who are members of resident commands. The subject matter of the Request Mast should involve matters over which the Commanding General has responsibility (e.g., housing, commissary, or other Combat Center activities or facilities).

(11) The above procedures will be followed except when operational necessities or urgent military requirements prevent the timely hearing of the Request Mast, or when the Commanding General determines it is being used for harassment, avoiding duties, or intentionally interfering with the commander's ability to carry out functions and missions.

(12) The Request Mast procedure is the primary means for filing formal complaints of discrimination, sexual harassment and hazing.

c. Commanding Officers

(1) Ensure compliance with the provisions of paragraph 3 above.

(2) Publish Request Mast procedures in accordance with the references and this Order. These procedures will contain, at a minimum:

(a) A statement of the purpose of the command Request Mast program.

(b) Identification, by billet, of the individual whom the petitioner must first contact to Request Mast.

(c) Instructions on how to prepare a petition or an application for Request Mast.

(d) An explanation as to the Commanding Officers or Officers in Charge before whom the individual has a right to appear at Request Mast and those before whom the individual may request to appear as outlined in paragraph 3 above.

(e) An explanation that Request Mast must be initiated at the lowest level of command and be forwarded through all levels of the command below the commander before whom the individual wishes to appear. The petitioner must be seen by each commander, with NJP authority, within one working day at each level of command.

(f) A statement that the petitioner does not have to state the matter of concern, either orally or in writing, to anyone in the chain of command, except the officer with whom the individual wishes to Request Mast. However, the goal of Request Mast is to properly address a Marine's concerns hence it's desirable that this be accomplished at the lowest level of command possible. Keep in mind, that as stated earlier, there are conditions in which a Marine's Request Mast may be denied. Further, it's possible that after an audience with the officer to which Requesting Mast the outcome is not favorable for the Marine as the grievance is determined to be inappropriate, without merit, or best addressed through another venue.

(g) Instructions that all Commanding Officers, in the chain of command before whom the petitioner will appear, must forward the request, within one working day. There should be no more than a one working day delay at any level in the chain of command. Timely processing is subject to the caveat in subparagraph 3.b.(11), but will be followed whenever possible.

(h) A statement that personnel availing themselves of the right to appear at Request Mast, in good faith, may do so without fear of prejudice to their interest or reprisal.

(i) A statement that Request Mast is not intended to be used for the purpose of harassment, avoiding duty or intentionally interfering with the Commander's ability to carry out the functions and mission of the command.

(j) A statement that Request Mast is the primary means for formally filing discrimination complaints, including sexual harassment and hazing.

(k) Instruction that, if petitions for Request Mast with a higher commander in the chain of command are resolved at a lower level, the individual will initial the appropriate statement on the Request Mast Application indicating satisfaction with the action taken and will voluntarily withdraw the petition to the higher commander. This statement will be witnessed.

(l) Instructions that individuals will initial the appropriate statement on the Request Mast Application, indicating that they have seen, or not seen, the individual at Request Mast as indicated in block 8a of the application. This statement will be witnessed.

(m) Establishment of procedures for follow-up action is properly administered in a timely and adequate manner.

(n) Instructions that the records, proceedings and final disposition of Request Mast cases are properly safeguarded to prevent such information from being prejudicial to the petitioner's well-being and privacy. Request Mast records will be maintained separately from service records.

(o) Once published this Order will be easily accessible to all members of the command either electronically or through troop information boards.

d. Center Inspector

(1) Ensure compliance with the procedures in paragraphs 3 and 4.

(2) Ensure that follow-up action, as directed by the Commanding General, on Request Masts with the Commanding General is fully accomplished.

e. All supervisory personnel will acquaint themselves with the provisions of this Order and ensure that all personnel under their supervision are aware of the procedures for Request Mast.

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <https://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.


J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

MARINE CORPS REQUEST MAST APPLICATION**NAVMC 11296 (Rev. 6-97)****SN: 0000-00-888-0350 U/I: EA****PRIVACY ACT STATEMENT**

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal Filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complain/problem.

PART I: TO BE COMPLETED BY THE APPLICANT

1. NAME:

2. RANK:

3. SSN

4. UNIT

5. RACE/ETHNIC GROUP:

6. GENDER:

7. DATE:

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you may desire to communicate.):

8a. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and dates(s) of the occurrences(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed.)

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

9. AFFIDAVIT

I, _____, have read this statement, which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

(SIGNATURE OF APPLICANT/DATE)

PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as Necessary.)

COMMANDING OFFICER SIGNATURE/DATE

PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST

(Applicant should initial/complete the appropriate statements(s))

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

_____ I have had the opportunity to communicate directly with _____
(name and billet of commanding officer subordinated to the officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

_____ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

WITNESS' SIGNATURE/DATE_____
APPLICANT'S SIGNATURE/DATE

ENCLOSURE (1)